

WENHAM HOUSING AUTHORITY
LARCH LANE
MINUTES
January 8, 2015
7:00 PM

The Meeting was called to order at 7:00 PM by Chairperson Luxton. Other members present were Bruce Blanchard and Jean Rouse. Also present, Executive Director, Paula Mountain

Commissioner, Elizabeth Craig-McCormack arrived at 7:05 PM

Reading of Prior Minutes

- The Minutes from December 11, 2014 Regular Session were unanimously approved upon a motion by B. Blanchard and second by E. Craig-McCormack.

Bills and Communications

- Disbursements dated December 31, 2014 were reviewed and discussed.
- Disbursements from January, 2015 were reviewed and discussed.
- Payroll from December, 2014 were reviewed and discussed.

The above bills and communications were unanimously accepted upon a motion by B. Blanchard and second by E. Craig-McCormack.

Executive Director Report and Communications

- Vacancy Update: All units are leased.
- The Executive Director has passed the responsibility of getting the website up and running to Administrative Assistant, Jessica Sadoway. The end of the month is the target that it can go "live".

New Business

- Executive Director requested the board to vote the permissibility of a 5 year laundry contract when Request for Quotes on new laundry equipment is sent out. A motion was made by E. Craig-McCormack, second by B. Blanchard and unanimously approved the request.
- The Executive Director presented the board with the 2015 Capital Improvement Plan which was reviewed and discussed. The Executive Director requested the board to vote to approve the 2015 Capital Improvement Plan as presented. A motion was made by E. Craig-McCormack, second by J. Rouse and unanimously approved to accept the 2015 Capital Improvement Plan as presented.
- A motion was made by B. Blanchard, second by E. Craig-McCormack and unanimously approved to accept the Schedule of Positions and Compensation Form as presented by the Executive Director.
- Chairperson, Don Luxton requested that it be noted that he will not be in attendance for the February and March 2015 board meetings.

Old Business

Adjournment

- The meeting adjourned at 7:58 PM upon a motion by B. Blanchard and second by E. Craig-McCormack. The next board meeting is scheduled for February 12, 2015 @ 7:00 p.m.

Respectfully Submitted,
Paula Mountain, Secretary